App. F. IX-4

1929 (Parts)

File No. 4-28

Serial Nos. 4495

Previous References
HL 66-28 (1284171)

Later References
Pos. 91-28 (1)

General and Revenue Secretariat.

Serial Nos. 2.

(16)

Part B for July 29.

SUBJECT

The consolidation of Indents of each Department in the chief head office of that Department.

X 52. No 4. 15292-317 Dt 29 62

To the Supdt Govt Stationery
The ~~Director~~ Director of Public Instruction
Comptroller
Revenue commissioner
Etc.
orders on the proposals for
[illegible] indents each dept &c

General and Revenue Secretariat.

P & J File No. 4 of 192 8

Serial No. 46

From the Superintendent of Stationery
No. F. 1233 of 13.4.29

Requests that orders may be issued to certain departmental heads to consolidate their indents for forms of their respective subordinate offices & send one indent each on the due date to the Stationery Department to avoid complaints now raised

The Superintendent in his letter explains the different causes of the complaints by various offices against the non-supply of forms by his office.

In order to obviate these troubles and minimise complaints as much as possible he suggests that consolidation of indents of each Deptt. should be done by the Head of the Deptt. concerned — who alone should send the complete indent to the Stationery Deptt. of the requirements of all the offices under its control.

He therefore requests that the marginally noted Deptts. may be directed to consolidate the indents of their respective subordinate offices & send one indent each on the due dates to his office as ordered in G.O. No. L. 6218-27 of 23.3.29

Submitted for orders

NOTE—Contn. Sheet.

WD 01714—GPB—30,000—18-4-28

General and Revenue Secretariat.

PWS File No. 4 of 1928-29

Serial No.

The Supdt presumes that the forms are to be printed each year after the several indents are received and considered with a view to see how many have to be printed. It is only occasionally that indents will be sent for new forms, and according to standing orders, no new forms can be prescribed without the sanction of Govt. If a stock of the standard forms is maintained there should be no difficulty or delay in complying with the indents as they are received ~~during~~ so far as they relate to old forms.

The analogy of a consolidated indent by the Dy Comm for all the municipalities in each District can not hold good and would not facilitate expeditious business in the case of large departments such as Rev or P.W. for eg it is likely to take months for the Rev Comm to get the indents of all the Taluk and other subordinate offices scrutinise them & send the consolidated indent to the Supdt. Govt Stationery. Further when a consolidated

7555

App. F. III—2]

General and Revenue Secretariat. | P/8 File No. 4 of 192 8

Serial No.

Supdt naturally supplies all the forms to the Rev Comm who will have to received them & distribute them to the several Subordinate offices

If all the work now done in the Stationery office is to be assumed among the several Heads of Depts the need for an army of men in the Stationery Depot would cease

The simplest course would appear to be that ~~modern~~ ~~from the several offices~~ ~~Stationery~~ ~~Comp~~ to comply with the indents of several offices as they are received in so far as they relate to Old & Standard forms. Of course Whenever a new form is to be prescribed the Head of the Depot should be able to furnish the Supdt information as to how many of them will have to be printed keeping in view the no that would be required immediately and also the no that would be

General and Revenue Secretariat. P&S File No. 4 of 192 .

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The proposal of the Supdt: of Stationery has much to commend itself. The Heads of Departments named by him may arrange to see that the indents from their subordinate officers are received by them before, say, the 1st of March every year. These indents may be consolidated by them, (simply collected & listed) and forwarded to the Supdt before the end of March, with the instruction that the supply according to the indent of each subordinate officer may be made by the Supdt: direct to such officer. The Head office has only to see that every subordinate officer sends his indent in proper time. Such consolidation will ensure ~~that~~ the requirements of every subordinate office, will keep the Supdt: to calculate the quantity of each form to be printed The Stationery Depdt, will, as heretofore, despatch the printed forms direct to the subordinate officer, Keeping also the Head office informed of the action taken by him

NOTE—Contn. Sheet.

Serial No.

I am agreeable to the proposal being tried tentatively in respect of the following Department viz., Income-tax, Forest, Co-operation, Agricultur and Education. As regards Revenue and Public -- Works Departments I fear, the arrangement propose viz., submission of consolidated indents by the Heads of Departments, will entail lot of work in their offices, besides resulting in delay in the printing and supply of forms. The change proposed by the Superintendent is not in my opinion conduci to the despatch of business. As regards District Boards also, consolidated indent in a central office is not feasible. In respect of these 3 Departments I would suggest an alternative arrangement for consideration.

The consolidation of indents may be effected in the district ~~or~~ divisional offices instead of in the offices of Heads of Departments and the consolidated indents may be forwarded in duplicate by the District officers to the Superintendent, Government Printing through the relative Head of the Department(if any) who will issue instructions to supply the forms in specified quantities to the several officers direct from the Press, only an intimation of despatch being sent to Head of the Department and the District Officer submitting the indents.

The rules laid down for the preparation and submission of indents should be scrupulously follow ed by all officers. who willnot be entitled to complain against the Press if as the result of violatic of these rules. forms and stationery are not suppli

WD 01684—GPB—30,000—20-4-29

Serial No.

to them in time. The system herein suggested may be tried for a year or two.

6/6/28

3rd Member

RZ 10/6/28.

I approve the proposals

11-6-28

6/6/28

Draft Go Submd

KP 21/6

22/6

Genl: Secy)

Secy

22/6.28

54 To The Supdt Govt Stationery
The Director of Public Instruction
The Comptroller to Govt
The Revenue Commr
The Chief Engineer
The Commr of Income-tax
The Ch: Conservator of Forests
The Registrar of Co-operative Societies
The Director of Agriculture
The Deputy Commrs of Dists
The Presidents of Dt Bds
The Inspector of Office Systems

15292-317 Dt 29.6.

WD 01684—GPB—30,000—20-4-29

Serial No.

Passes orders on the proposals for the consolidation & indents & each Dept in the highest head offices & that Dept.

Printed copy pamph.

WD 01684—GPB—30,000—20-4-29

WD 1486—GPB—2,000—20-11-28

All communications *re* Stationery, and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Dated, Bangalore, 13th April *192* 9

No. F. 1233.

GENERAL MISCELLANEOUS BRANCH
15 APR. 1929

FROM

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT OF STATIONERY,
BANGALORE.

P&S 4-28-44

To

R. Ranga Rao, Esq., B.A., B.L.,
Officiating Chief Secretary to Government,
Bangalore.

PR 3/4/29

Sir,

I have the honor to state that a close study of the causes of complaints by the various offices against the non-supply of forms by this office has brought to light the fact that 90% of the complaints are due to (1) the non-receipt of the indents of the several offices in this office on the prescribed date or thereabouts; some offices sending them too early; others too late and very few at the right time; (2) Omission to claim all the needed forms in the indent and (3) Want of uniformity in the preparation of indents. The matter is further complicated by the fact that this office is required to compile and consolidate the figures of all the individual indents of a particular department, and make up a separate indent of its own for that particular department for facility of printing the requirements of all the offices of that department once for all in a particular month, in order to save the unnecessary labour and expense of composing and printing the forms every time an individual indent is received.

Now, this consolidation of indents in the Stationery Depot is beset with considerable difficulties and handicaps. In the first place, all the indents of all the offices of the same department not being received at the time of taking up the work of consolidation, the requirements of some of the offices get omitted and

complaints start from such offices. If consolidation were delayed till all the indents are to hand, those offices which have sent the indents in early and also on the due dates suffer and raise their complaints. Added to this, if the offices concerned fail to claim the required forms in their individual indents by oversight or other cause, they get omitted in the consolidated indents as well, and will not be printed with the result that the offices who are originally at fault commence to send stray requisitions repeatedly for the forms which they have omitted to include in their indents and urge the plea of oversight and demand immediate supplies. In addition to these difficulties of consolidation, the most taxing for the Stationery Depot is the absence of uniformity observed in the offices of the same department in the writing up of the numbers and names of the forms correctly and in the same serial order which will go a great deal in helping a lay department like the Stationery Depot to correctly tabulate the figures pertaining to each form. In almost all cases, the names of forms are written in any order that occurs to each office, numbers being omitted in certain cases, wrong numbers being mentioned in many more cases, correct names not being entered in other cases, wrong names or no names and wrong numbers and no numbers being given in very many other cases. The result is that the clerks who are engaged in the work of consolidation in this office get hopelessly at sea and find themselves unable to identify and correlate correctly the exact forms that are actually wanted. Serious mistakes are thereby caused in the consolidated indents. Though - inability to identify the forms, they provide the same form - twice or thrice entailing the reprinting of the same form twice or thrice; they provide wrong forms with wrong numbers which afterwards would be found unnecessary and therefore become a waste - rendering the labour and money employed on them also a waste; they also omit to provide the required forms as they are unable to make out what form is required and so on.

The net result of all these difficulties and troubles is the crop of complaints raised by the various offices who are always ready to lay the blame solely at the doors of the Stationery

In order to obviate these troubles and minimise complaints as much as possible, I am of opinion that the consolidation of indents of each department should be done in the highest head office of that department which alone should send the complete indent to the Stationery Depot providing for the requirements of all the office under its control.

The following are the departments whose indents are to be so consolidated in their respective central offices:- (1) Revenue (2) D.P.W. (3) Income Tax (4) Forest (5) Co-operation (6) Agriculture (7) Education (8) District Boards.

If each of these departments sends one complete and consolidated indent into the Stationery Office instead of allowing each of its numerous subordinate offices to flood this office with their respective individual indents, it will not only ensure accurate and timely preparation of the indents, but will save a lot of time, labour and waste of stock, and, I firmly believe, will result in correct and punctual supplies, thereby minimising a great deal of the complaints now raised. I therefore request that these departments may be requested to consolidate the indents of their respective subordinate offices and send one indent each on the due date to this office as already ordered in the case of Municipalities in Government Order No.L.6218-27 M.L.66-28-171, dated the 23rd March 1929.

I solicit the favour of early orders.

I have the honor to be,
Sir,
Your most obedient servant

Superintendent.

R.C.

G.R.S. App. F VI G-2]

SUBJECT.....

.....

.....

2416

Diary No. of letter replied to.....

General and revenue Secretariat

( )

the *192*

Date of issue 29.6.29

Signed by Mr. N. D. Rao

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Sec P D S

File No. 4-28

Serial No. 52

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read—

Letter No F. 1233 Dated. The 13th April 1929 from the Superintendent of Stationery Bangalore Submitting certain proposals for the Consolidated Indents of each department in the highest head offices of that Department.

Order Thereon No. G. 15292-317

The Superintendent of Stationery States that a close study of the [illegible] of Complaints by the various offices against the non Supply of [illegible] causes appear to be [illegible] form(s) adopted by the non-Receipt

of the incidents ~~of the Several offices~~
in ~~his office~~ on the prescribed date
or thereabouts ~~Some offices sending~~
~~their returns early, others too late~~
very ~~far at the right time~~ (2)
to claim all the needed forms
the incidents (3) Want of
on the preparation of incidents.
further state that the matter
further complicated by the
Consolidation of incidents (in his
involving considerable diff
~~the Landcaps~~ It therefore ~~suggests~~ suggests
that the Consolidation of the incidents
of the following departments ~~are~~
(1) Revenue (2) D.P.W (3) Income tax
(4) Forest (5) Cooperation (6) Agriculture
(7) Education (8) D Board, ~~should~~ may be ordered to be done
~~be done on the Lighest head of~~ in the office of the Head of
~~the Department~~ which alone the Department concerned
should sent the complete incident
to the Stationery Depot, providing
for the Requirements of all the

List of enclosure.

Copied by

Examined by

WD 0826—GPB—12,500—26-5-27

G. R. S. G/33]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

are agreeable to the ~~proposal~~ being tried tentatively in respect of the following Departments viz Income Tax, Forest Co-operation Agriculture and Education But as regards Revenue and P. W. Departments Govt consider that the arrangement proposed will entail lot of work in the ~~Their Offices~~ the Chief Engineer besides resulting in delay in the printing and supply of forms further the Change proposed will not be conducive to the despatch of business As Regards D'Board also, Consolidated indent in a Central Office is not feasible Govt are therefore pleased to direction the following arrangements in respect of ~~these~~ 3 departments The Consolidation indents will be effected in the district

Offices of the Rev Comm

WD 2230—GPB—1,00,000—23-7-20

divisional offices instead of in the office of Heads of Departments. The Consolidated indents will be forwarded in triplicate by the Ist officers in the Supply Stationery Depot through the Salaries respective Heads of the Departments (if any). The Supply of Stationery will in Instructions to Supply the forms in Specified quantities to the General Offices direct from the Stationery Depot ~~with~~ an estimates of despatch being sent to the Head of the Department concerned & the officer submitting the indents. You are further pleased to see the rules laid down for the preparation and submission. Indents should be scrupulously followed by all indenting officers ~~as they will not be entitled to complaints against~~

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

The Result of Violation of these Rules, forms and Stationery are not supplied to them in time

These ~~chan~~ arrangements will be in force tentatively for a period of two years from 1st July 29

The Depot Stationery Depot will submit a report about the working of this arrangement at the end of the period

To

The Director General Rly
2

The Depot of Stationery
The Comp[r]
The Rev Com[r]
The Chief Engineer of Mys[re]
The Comm[r] of Income Tax
The Chief Conservator of Forests
The Reg[r] of Co. operative Societies
The Director of Agriculture
The Director of Education
The Dy Comm[r]s of D
The President of D Board
The Secretary Cattle Rly
The Inspector of Offices Rly

WD 2230—GPB—1,00,000—23-7-20

S. O.

Government of his highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 15292-317—P. & S. 4-28-52, dated 29th June 1929

Consolidation of Indents.

Passes orders regarding the —— of each Department in the highest head office of that Department.

READ—

Letter No. F. 1233, dated the 13th April 1929, from the Superintendent of Stationery, Bangalore, submitting proposals for the consolidation of indents of each department in the highest head office of that Department.

ORDER NO. G. 15292-317—P. & S. 4-28-52, DATED 29TH JUNE 1929.

The Superintendent of Stationery states that from a close study of the complaints by the various offices against the non-supply of forms, the causes appear to be (1) the non-receipt of the indents on the prescribed date, (2) omission to claim all the needed forms in the indent, and (3) want of uniformity in the preparation of indents. He further states that the matter is further complicated by the consolidation of indents of the various offices in his office involving considerable difficulties. He therefore suggests that the consolidation of the indents of the following departments (1) Revenue, (2) Department of Public Works, (3) Income Tax, (4) Forest, (5) Co-operation, (6) Agriculture, (7) Education, (8) District Boards may be ordered to be done in the office of the Head of the Department concerned which alone should send the complete indent to the Stationery Depot, providing for the requirements of all the offices under its control. Government are agreeable to the suggestion being tried tentatively in respect of the following departments, *viz.*, Income Tax, Forest, Co-operation, Agriculture and Education. But as regards Revenue and Public Works Departments, Government consider that the arrangement proposed will entail lot of work in the office of the Revenue Commissioner and the Chief Engineer besides resulting in delay in the printing and supply of forms. Further the change proposed will not be conducive to the despatch of business. As regards District Boards also, consolidated indent in a Central Office is not feasible. Government are therefore pleased to sanction the following arrangements in respect of these three departments. The consolidation of indents will be effected in the district or divisional offices instead of in the offices of Heads of Departments. The consolidated indents will be forwarded in duplicate by the District Officers to the Superintendent, Stationery Depot, through the respective Head of Department (if any). The Superintendent of Stationery will supply the forms in specified quantities to the several offices direct from the Stationery Depot an intimation of despatch being sent to the Head of the Department concerned and the District Officer submitting the indents. Government are further pleased to direct that the rules laid down for the preparation and submission of indents should be scrupulously followed by all indenting officers.

These arrangements will be in force tentatively for a period of two years, from 1st July 1929.

The Superintendent, Stationery Depot, will submit a report about the working of this arrangement at the end of the above period.

B. NARAYANASWAMI IYENGAR,
Offg. *General Secretary to Government.*

To—The Superintendent of Stationery.
The Comptroller to the Government of Mysore.
The Revenue Commissioner in Mysore.
The Chief Engineer of Mysore.
The Commissioner of Income Tax.
The Chief Conservator of Forests in Mysore.
The Registrar of Co-operative Societies.
The Director of Agriculture in Mysore.
The Director of Public Instruction.
The Deputy Commissioners of Districts.
The Presidents of District Boards, through the Deputy Commissioners of Districts,
The Inspector of Office System.

Exd.—P.S.R.N.

W D 80—GPB—525—10-7-29.